

Title: Director of Supplier Diversity

Reports To: Chief Procurement Officer

Direct Reports: Employees and mid-level managers from multiple departments

The Director of Diversity will primarily support The City of New Orleans interests by enhancing our ability to gain and retain business, promote and capacity build with diverse suppliers and create internal expectations and protocols that promote operational efficiency. They will do this by managing systems and protocols that interact with managers and diverse suppliers currently or potentially conducting business with the City.

As part of the procurement team, this position will work to enhance the City's image by promoting programs that demonstrate the company's commitment to work with and build the capacity of small, disadvantaged and M/WBE organizations. Responsibilities for this team include implementing and administering the diverse vendor process, which includes interacting with vendors and serving as the ultimate liaison to small, minority and women-owned businesses.

Primary Accountabilities include:

- Partner with information technology (IT) and supply chain to manage and optimize processes and systems that support the intake, verification and evaluation of vendor information.
- Partner with information technology (IT), supply chain and line of business champions to manage and optimize processes and systems that support the exchange of vendor information and reporting of supplier diversity activities.
- Monitor and troubleshoot issues related to maintaining successful relationships internally and with small, disadvantaged and M/WBE organizations.
- Disseminate supplier diversity information and materials (educational, sales, report metrics, etc.).
- Monitor key indicators to evaluate success of the program.

Relationship Management

- Interacts with key organizations (non-profits, university, government, etc.) that can support our capacity building efforts with diverse suppliers on a regional, national or local basis.
- Consults with business units (BU's) in order to serve operational needs within field organization. Works cross-functionally with partners (BU's, IT, supply and other teams) to ensure compliance with established standards.
- Effectively represent the City, as a team member, to suppliers, peer companies, community representatives and supplier diversity advocacy organizations.
- Acts as internal knowledge resource on issues of supplier diversity.

Systems & Enablers

- Overall, continue to build-out necessary IT systems that will manage the “operation” intake, verification, screening and reporting within the supplier diversity space.
- Management and refinement of the supplier diversity portal which acts as the intake mechanism for diverse suppliers desiring to do business with the City.
- Manages data in the form of statistical and anecdotal information: benchmarking, tracking of existing vendors and associated spend, client/employee surveys, and vendor feedback and evaluations.

Communications

- Disseminate supplier diversity training materials and collateral as needed internally.
- In conjunction with the City’s communications leadership, help manage regular communications to internal stakeholders conveying information around supplier diversity to include strategy, progress, successes, best practices and emerging issues.

Requirements

- Basic knowledge and understanding of procurement and supply chain processes
- Experience in a management or leadership role in a procurement function
- Experience in developing and implementing programs which ensure compliance in relation to procurement functions/operations
- Strong decision-making ability
- Strong interpersonal skills and customer service mindset
- Highly proficient in the use of Excel, Word, Outlook and PowerPoint
- BA/BS degree required; Master’s or other advanced degree preferred; CPSM, CAPM or PMP preferred
- 4 years of experience in supply chain, diversity or supplier diversity preferred